HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 5, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Ballweg, Greshay and Marsik

MEMBER EXCUSED: Maly and Frohling

ALSO PRESENT: Joseph Rains, Human Resource Director; Sarah Eske, Human Resource Analyst; James Mielke, Dodge County Administrator; Rodney Kreitzman, Jail Administrator; Blaine Lauersdorf, Chief Deputy; Jane Hooper, Clearview Administrator; Angela Zilliox, Human Resource Specialist; John Nehls, Mechanic III-Lead.

Meeting called to Order by Vice-Chair Ballweg at 10:00 a.m.

Roll call was taken. All members present except Maly and Frohling who were excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Ballweg asked if anyone present had any public comments. None were heard.

Motion by Marsik to approve the minutes of the January 22, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hooper addressed the Committee regarding three policy updates. She explained the first was more for the Committee's informational purposes as she explained that the pay codes for Clearview payroll have been revised and as a result the number of pay codes decreased dramatically. Rains indicated that the Committee would not need to take any action as this was an update for the Committee.

Hooper then explained that she included money for tuition assistance in the 2013 budget and explained the policy regarding this. She indicated that \$20,000 was included in the budget for employees who would meet certain criteria as per the policy. She also explained that it would be the employee's responsibility to ensure that schedules are covered if they need time off to attend classes.

Motion by Marsik to approve the Tuition Assistance Program policy effective on January 3, 2013. Second by Greshay. Motion carried.

Hooper then explained that with the changes implemented for shift premiums and weekend premiums an issue came up with regard to paying a higher rate of pay when picking up a shift in a higher classification. She explained that when an employee picks up a shift it has typically been paid at an overtime rate which includes the pay for the higher classification, the weekend differential, and possibly a shift premium differential which could result in a significant increase

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in the rate per hour. Hooper went on to explain that employees typically are not performing all the duties required at the higher classification when they are there to cover a shift opening. Hooper indicated that it would be her recommendation to discontinue paying employees the higher rate of pay when working out of their classification.

Marsik moved to approve the implementation of the recommendation but that the Committee would like to review language in a policy form at a later date. Second by Greshay. Motion carried.

Rains explained that he has received some questions regarding Policy 218 Vacation related to non-represented employees being allowed to use vacation within fifteen (15) months of their anniversary date, and how that applied to employees who were previously covered under the union contracts that expired on December 31, 2012. Mielke indicated that he would like to return to the previous policy of allowing 12 months to use vacation for all employees. It was the consensus of the Committee to carry over this agenda item until the next meeting when the full Committee is present.

Rains read a request from an employee, asking to be allowed to use up to sixteen (16) hours of next year's vacation within the week prior to her anniversary date. The Committee discussed the request. Mielke indicated he was not in favor of this request as he didn't want to start a precedent by allowing employees to use vacation in advance, and stated that he feels it is up to the employees to manage their time.

Motion by Ballweg to deny the request. Second by Marsik. Motion carried.

Kreitzman and Lauersdorf explained a request to add five (5) additional Transport Officer-Occasional positions. Kreitzman explained that they are running into issues with overtime. He indicated that by increasing the total number to twenty-five (25) they will have more employees from which to choose; thereby alleviating the overtime issue.

Motion by Marsik to approve the request to add five (5) additional Transport Officer-Occasional positions. Second by Greshay. Motion carried.

Rains explained that a situation has been presented with the implementation of the new wage structure with regard to positions where progressions are awarded for additional training and experience, i.e. Social Workers I, II, Senior; Counselors I, II, III, Economic Support Specialists I, II, etc. Rains stated that he will put together some scenarios to present to the Committee for consideration. It was the consensus of the Committee to carry this agenda item over till the next meeting.

The Committee reviewed the Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

One (1) Utility II – Truck Driver, Highway Department

One (1) Welder, Highway Department

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Mielke requested the Committee to move to Future Agenda Items to discuss moving the dates of the Committee's March meetings. He explained that interviews for the Director of Human Services and Health will be taking place and with the possibility of having to bring wage recommendations to this Committee. He is recommending changing meeting dates to March 12th and 26th. It was the consensus of the members present that moving the dates would be fine. However, it was requested that Mielke contact Maly and Frohling to ensure changing meeting dates would work for them as well. Mielke will email both of them.

Leave of Absence: Rains informed the Committee of a request for an unpaid medical leave for an employee of the Meal Site Program. He indicated that this employee did not meet the FMLA requirements for number of hours worked. He indicated that the leave was for the employee's own serious health condition.

Motion by Greshay to approve the leave as presented. Second by Marsik. Motion carried.

The Committee reviewed the Salary, Wage and Status changes as presented.

NEW HIRE – UNION: None. <u>RE-HIRE – UNION</u>: None. <u>RECLASSIFICATION – UNION</u>: None. <u>STEP INCREASE – UNION</u>: None. <u>NEW HIRE</u>: None. <u>RE-HIRE</u>: Sandra A. Becker, Bailiff, Circuit Court Department at \$13.15, Salary Grade MSC26, Step 01ST, effective 01-14-13; John F. Hartman, Bailiff, Circuit Court Department at \$13.15, Salary Grade MSC26, Step 01ST effective 01-22-13. <u>LIMITED TERM/SEASONAL</u>: None. <u>RECLASSIFICATION</u>: Bonnie E. Budde, Chief Deputy County Clerk, County Clerk Department at \$19.65, Salary Grade DC05, Step ST03 effective 02-11-13. <u>STEP INCREASE</u>: None. <u>NON-SCHEDULED INCREASE</u>: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that an employee from Clearview was terminated for not following the code of conduct policy. He indicated that this employee was still in the six (6) month Orientation Period.
- b. Grievances and Arbitrations: Rains informed the Committee that the County received the Arbitrator's decision for the Sworn Union arbitration. He stated the Arbitrator selected the Union's final offer. Rains distributed a copy of the Union's final offer and explained the implementation process to the Committee. Rains stated that retro pay will be issued to the employees on the February 15th check and that the Health Insurance premiums will be deducted from this paycheck as well as the past premium payments for January and February. He stated that these deductions will also take place for the command staff as well.

Rains informed the Committee that the decision regarding the court case related to the County's grievance procedure was reached and was in favor of the County. He stated he expects this may be appealed.

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c. Worker's Compensation: Rains distributed a 2012 Worker's Compensation year end summary report. He explained that this was a good year for claims.

Future Agenda Items:

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are February 19, 2013, March 12, 2013 and March 26, 2013 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chair at 11:30 a.m.

Richard Greshay, Secretary

Robert Ballweg, Vice Cha

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.